

FREQUENTLY ASKED QUESTIONS REGARDING TEACHER CERTIFICATION:

1. Q. I HOLD A PROVISIONAL CERTIFICATE THAT WILL BE EXPIRING SOON. I HAVE NOT USED IT IN RHODE ISLAND PUBLIC SCHOOLS. DO I STILL NEED TO COMPLETE SIX (6) CREDITS?

A. YES! REGULATIONS MANDATE COMPLETION OF SIX CREDITS WITHIN THE THREE YEARS OF PROVISIONAL CERTIFICATION WHETHER OR NOT YOU USE YOUR CERTIFICATE IN RHODE ISLAND PUBLIC SCHOOLS.
2. Q. I HOLD A FIVE-YEAR PROFESSIONAL CERTIFICATE THAT WILL BE EXPIRING SOON. I HAVE NOT USED (OR USED FOR ONLY A FEW YEARS) THIS CERTIFICATE IN RHODE ISLAND PUBLIC SCHOOLS. DO I NEED TO FULFILL THE NINE (9)-CREDIT REQUIREMENT FOR RENEWAL?

A. NO! IF YOU HAVE NOT USED YOUR FIVE-YEAR PROFESSIONAL CERTIFICATE AT ALL IN RHODE ISLAND PUBLIC SCHOOLS, YOU DO NOT NEED TO COMPLETE THE NINE (9)-CREDIT REQUIREMENT FOR RENEWAL. IF YOU HAVE USED THE CERTIFICATE FOR A PORTION OF THE ALLOTTED TIME AND HAVE NOT COMPLETED THE NINE (9)-CREDITS, THE CERTIFICATE WILL BE EXTENDED FOR THE BALANCE OF THE UNUSED TIME. WHEN THE REMAINING TIME IS USED YOU WILL NEED TO SUBMIT THE NINE (9) CREDITS FOR RENEWAL. HOWEVER, IF YOU HAVE USED YOUR FIVE-YEAR PROFESSIONAL CERTIFICATE IN RHODE ISLAND PUBLIC SCHOOLS FOR THE FULL FIVE YEARS, YOU MUST SUBMIT THE NINE (9) CREDITS FOR RENEWAL.
3. Q. I HOLD A FIVE-YEAR PROFESSIONAL CERTIFICATE THAT WILL BE EXPIRING SOON. I HAVE USED THIS CERTIFICATE FOR THE FULL FIVE YEARS BUT HAVE NOT COMPLETED THE NINE CREDIT REQUIREMENT FOR RENEWAL. DO I HAVE ANY OPTIONS TO MAINTAIN MY CERTIFICATE?

A. YOU ARE ELIGIBLE FOR THE ISSUANCE OF THE 2-YEAR PROFESSIONAL CERTIFICATE. THIS CERTIFICATE IS VALID FOR TWO YEARS DURING WHICH TIME YOU MUST COMPLETE ALL RENEWAL REQUIREMENTS. THE 2-YEAR PROFESSIONAL CERTIFICATE IS ISSUED ONLY ONCE IN AN INDIVIDUAL'S CAREER AND CANNOT BE REQUESTED AGAIN. THE FEE IS \$300.00.

4. Q. I AM INTERSTED IN COMPLETING IN-SERVICE CREDITS. HOW ARE THEY CALCULATED?
- A. PROFESSIONAL DEVELOPMENT CREDITS ARE CALCULATED ON THE BASIS OF CONTACT HOURS. FIFTEEN (15) CONTACT HOURS EQUALS ONE (1) PROFESSIONAL DEVELOPMENT CREDIT. FREQUENTLY THERE IS SOME CONFUSION IN THE MANNER IN WHICH IN-SERVICE PROFESSIONAL DEVELOPMENT ACTIVITIES ARE REPORTED. SOME AGENCIES USE ‘CEUs’ AND OTHERS USE PROFESSIONAL DEVELOPMENT POINTS (PDPs). THESE ARE NOT ACCEPTABLE FORMS OF DOCUMENTATION FOR CERTIFICATION PURPOSES. ALL PROFESSIONAL DEVELOPMENT ACTIVITIES MUST PROVIDE VERIFICATION OF CONTACT HOURS. SHOULD YOU HAVE ANY QUESTIONS ABOUT ACCEPTABLE PROFESSIONAL DEVELOPMENT ACTIVITIES AND CREDIT(S) PLEASE CONTACT STEVE OLSEN AT Steven.olsen@ride.ri.gov IN THE OFFICE OF TEACHER CERTIFICATION **BEFORE** YOU ENGAGE IN ANY PROGRAM.
5. Q. TO WHOM SHOULD CHECKS BE MADE PAYABLE?
- A. GENERAL TREASURER, STATE OF RHODE ISLAND.
6. Q. WHAT IS THE FEE TO RENEW A 5-YEAR PROFESSIONAL CERTIFICATE?
- A. \$100.00 PER AREA
7. Q. HOW LONG DOES MY APPLICATION STAY ON FILE?
- A. 2 YEARS
8. Q. I WANT TO ADD A NEW AREA OF CERTIFICATION. WHICH FORM DO I USE?
- A. THE RENEWAL/REQUEST FORM CAN BE DOWNLOADED FROM OUR WEBSITE. THE FEE IS \$25.00 PER AREA.
9. Q. TP WHOM DO I SPEAK ABOUT I-PLAN?
- A. CHERYL KACHADOURIAN AT 222-4500 X 2215 OR EMAIL AT Cheryl.Kachadourian@ride.ri.gov.
10. Q. MAY I MAKE AN APPOINTMENT WITH A CERTIFICATION SPECIALIST TO DISCUSS MY CERTIFICATION?
- A. NO. ALL EVALUATIONS ARE DONE VIA REQUEST BY MAIL. WE DO NOT HAVE THE STAFF TO MEET WITH APPLICANTS.

11. Q. WHERE DO I APPLY FOR POSITIONS, EITHER FULL-TIME OR PART-TIME?
- A. AT THE INDIVIDUAL SCHOOL DISTRICTS, OFFICE OF THE SUPERINTENDENT.
12. Q. TO WHOM DO I SPEAK REGARDING NATIONAL BOARD CERTIFICATION?
- A. STEVE OLSEN AT 222-4600 X 2270 OR EMAIL AT Steven.olsen@ride.ri.gov
13. Q. CAN I TEACH WITH JUST A BACHELOR'S DEGREE?
- A. NO. YOU CANNOT BE EMPLOYED AS A TEACHER WITH JUST A BACHELOR'S DEGREE BUT YOU ARE ELIGIBLE FOR A SUBSTITUTE PERMIT. THIS PERMIT ALLOWS YOU TO SERVE AS A DAY-TO-DAY SUBSTITUTE TEACHER.
14. Q. WHAT AM I ALLOWED TO TEACH WITH A SUBSTITUTE PERMIT?
- A. THE PERMIT IS VALID FOR GENERAL SUBJECT MATTER IN GRADES PK-12.
15. Q. DO MY TRANSCRIPTS HAVE TO BE ORIGINALS IN A SEALED ENVELOPE?
- A. WE ACCEPT OFFICIAL OR STUDENT-ISSUED TRANSCRIPTS, OR ORIGINAL GRADE REPORTS. THEY DO NOT NEED TO BE IN A SEALED ENVELOPE. TRANSCRIPTS SHOULD BE SUBMITTED AS PART OF YOUR COMPLETE APPLICATION PACKAGE AND NOT SENT TO US SEPARATELY. TRANSCRIPTS AND GRADE REPORTS DOWNLOADED FROM THE INTERNET ARE NOT ACCEPTABLE. PHOTO COPIES ARE NOT ACCEPTABLE.
16. Q. DO ALL STATES HAVE RECIPROCITY?
- A. NO. YOU CAN DOWNLOAD THE LIST OF STATES FROM OUR WEBSITE (WWW.RIDOE.NET)
17. Q. WHAT IS THE FEE FOR AN EVALUATION OF MY CREDENTIALS?
- A. \$25.00 PER AREA
18. Q. WHAT ARE THE REQUIREMENTS FOR?
- A. YOU CAN DOWNLOAD THE REQUIREMENTS AND APPLICATIONS FOR ALL AREAS OF CERTIFICATION FROM OUR WEBSITE AT WWW.RIDOE.NET